

C. The secretary shall:

1. Keep records of all meetings attendance, minutes, and correspondence;
2. Post notice of all meetings 48 hours before each meeting at the city/town clerk's office;
3. Send notice of meetings and minutes of the prior meeting to the members at least fourteen (14) days prior to the meeting.

D. The treasurer shall:

1. Keep records of all financial matters;
2. Develop a budget in coordination with the Commission;
3. Prepare a financial statement for inclusion in the annual report.

ARTICLE V: MEETINGS

1. Regular meetings shall be held at least six times a year.
2. A quorum shall consist of four members.
3. Meeting minutes will be amended and approved at the next meeting .
4. Special meetings can be called by the chairperson or by any three members.
5. Decisions will be made by a majority of those members present, unless where otherwise noted in these by-laws.

6. Notice of meetings will be sent to the members at least fourteen (14) days prior to the meeting.
7. Meetings shall adhere to Robert's Rules of Order.

#### ARTICLE VI: AMENDMENTS

1. These by-laws may be amended at any duly constituted meeting of the Commission by two-thirds vote of those members present provided written notice of the proposed amendment is distributed to each member at least fourteen (14) days prior to the meeting.

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4. Work in cooperation with the departments and agencies of the City/Town of \_\_\_\_\_ to bring about maximum participation of people with disabilities.
5. Initiate, monitor, and promote legislation at the city, state, and federal level which advances the equal status of people with disabilities and ensure that appropriate regulations are adopted and enforced pursuant to such legislation.
6. Encourage public awareness of disability issues.
7. Provide information, referral, guidance and advice to individuals, businesses, organizations and public agencies in all matters pertaining to disability.
8. Recruit and recommend prospective Commission members to the Mayor. At least one month prior to making recommendations, the Commission shall solicit nominations and ensure that said nominations reflect different disabilities.
9. File an annual report which shall be printed in the city/town annual report.
10. Receive gifts of property, both real and personal in the name of the town/city subject to the approval of the city council; such gifts to be managed and controlled by the Commission.
11. Take such action as the Commission considers appropriate to ensure the equal status of persons with disabilities.